

Compton Parish Council

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Meeting of the Parish Council

I hereby give you Notice that the next meeting of Compton Parish Council is to be held on

Monday 1st June 2020 at 7.00pm

and all Members of the Council are hereby summoned to attend.

As permitted by the Local Authorities (Coronavirus) (Flexibility of Local Authority Police and Crime Panel Meetings) (England and Wales) Regulations 2020 No.392 this meeting will be conducted online.

<https://us02web.zoom.us/j/87936588799?pwd=K1lzUDVndkFBcXVoZklUdUJ6Nzhidz09>

Meeting ID: 879 3658 8799 Password: 612692

Dr. Sarah Marshman
Clerk to the Council
Dated: 26th May 2020

AGENDA

1. To receive apologies for absence from members of the Council
2. To receive any declarations of disclosable pecuniary interests or non-registerable interests by members or the Clerk and to consider any requests for dispensation
3. To receive: Questions or comments from members of the public regarding items on the agenda¹
Representations from any member who has declared a personal interest
4. To approve the [minutes](#) of the Parish Council Meeting held on 11th May 2020
5. To discuss any matters arising from the minutes of the Council Meeting on 11th May 2020
6. To receive a report from the District Councillor, Carolyne Culver

¹ Members of the public are permitted to make representations, answer questions and give evidence in respect of any item of business included in this agenda. The designated time will be 12 minutes and no longer than 3 minutes per person. This time may be extended at the discretion of the Chairman. A question shall not require a response at the meeting nor start a debate on the question. The Chairman of the meeting may direct that a written or oral response be given. Comments or questions not related to an item on this agenda should be notified to the Clerk for consideration by Council for possible inclusion on a future agenda.

7. To receive the Clerk's report
8. Planning Applications
 - a) To review the minutes of any planning committee meeting occurring since the previous Full Council Meeting
 - b) To consider the following new planning applications:
 - [20/01053/HOUSE 4 Shepherds Rise, Compton, RG20 6RA](#) - First floor extension
 - [20/00956/HOUSE 20 Manor Crescent, Compton, RG20 6NR](#) - Rear single storey extension and ground and first floor side extension.
 - [20/01161/ FUL Institute For Animal Health, High Street, Compton, RG20 7NN](#) - To install a Portakabin to be used as offices for a temporary period of 104 weeks
 - c) To receive an [update on planning applications responded to using the delegated powers](#) granted in the Highly Infectious Contagious Diseases Policy
 - d) To consider whether to request our District Councillor call in any planning applications to the Western Area Planning Committee
 - e) To consider whether to refer any planning applications for further response from our planning consultants
 - f) To receive a report on [West Berkshire Council's recent planning decisions](#)
9. To consider quotes to carry out weed control treatment in the Recreation Ground
10. To consider quotes to repair the tap at School Road allotments
11. To consider quotes to remove a tree at School Road allotments
12. To receive an update on vandalism and anti-social behaviour (ASB) in the village
13. To receive reports on the following:
 - a) Recreation Ground
 - b) Sports Pavilion
 - c) Rights of Way
 - d) Village Hall
 - e) Allotments
 - f) Patient Representation
 - g) Communications
 - h) Groundwater
 - i) Parish Assets & Management Working Party
 - j) Neighbourhood Development Plan
 - k) Burial Ground
 - l) GDPR
 - m) Personnel Committee
14. Finance:
 - a) To receive the [finance report](#) and approve payments made/due
 - b) To note the [bank reconciliations](#) to 30th April 2020
 - c) To receive any reports from the Internal Controller
 - d) To note the quarterly budget report where applicable
15. To receive the [correspondence report](#)
16. To discuss matters for future consideration and for information

Date and time of next scheduled meeting:

Parish Council Meeting: Monday 6th July 2020 at 7pm

Compton Parish Council

Minutes of the Annual Meeting of the Parish Council

Held on Monday 11th May 2020 at 7:00pm online using Zoom

Councillors present: Councillors David Aldis (Chair), Mark Birtwistle, Linda Moss, Dan Neate, Rebecca Pinfold, Keith Simms, Alison Strong and Ian Tong.

Councillors not present: Councillors Peter McGeehin.

In attendance: Sarah Marshman (Clerk).
Carolyne Culver (District Councillor).

- 20/21-001 | To consider the election of Chairman of the Council for 2020/21 and for the elected Chairman to sign the declaration of office in view of the meeting participants
It was resolved to elect David Aldis as Chairman for 2020/21. DA signed his declaration of acceptance of office in view of all participants at the meeting and will send this to the Clerk.
- 20/21-002 | To consider the election of Vice-Chairman of the Council for 2020/21 and for the elected Vice-Chairman to sign the declaration of office in view of the meeting participants
It was resolved to elect Mark Birtwistle as Vice-Chairman for 2020/21. MB signed his declaration of acceptance of office in view of all participants at the meeting and will send this to the Clerk.
- 20/21-003 | To receive apologies for absence from members of the Council
There were none.
- 20/21-004 | To receive any declarations of disclosable pecuniary interests or non-registerable interests by members or the Clerk and to consider any requests for dispensation
There were none.
- 20/21-005 | To receive: Questions or comments from members of the public
Representations from any member who has declared a personal interest
There were none.
- 20/21-006 | To approve the minutes of the Parish Council Meeting held on 6th April 2020
It was resolved that the minutes be accepted as a true record. The minutes will be signed by the Chairman at the next meeting held in person.
- 20/21-007 | To discuss any matters arising from the minutes of the Council Meeting on 6th April 2020
There were none.
- 20/21-008 | To receive a report from the District Councillor, Carolyne Culver
CC continues weekly online meetings with the volunteer groups in the parishes within the ward.
West Berkshire Council have set the requirement that members of the public cannot participate verbally at meetings and that at planning committee meetings

those wishing to make representation will instead have to submit a written statement.
The Parish Council requested more clarity with regards to how this will work and how questions arising from the statements will be dealt with.

- 20/21-009 To receive the Clerk's report
Despite some alterations to the restrictions during lockdown, the play area will need to remain locked at this time.
Contact has been made with the internal auditor since the previous meeting.
- 20/21-010 Planning Applications
- a) To review the minutes of any planning committee meeting occurring since the previous Full Council Meeting
The draft minutes of the Planning Committee meeting held on 27th April 2020 were noted by the Council.
 - b) To consider the following new planning applications

App. Ref.	Location	Proposed Work	Recommendation
20/00974/ HOUSE	21 Fairfield, Compton, RG20 6PJ	Replacement of existing privet hedge with a feather board fence.	No objections
20/00968/ FUL	Land South Of Danetree West Of Coombe Road, Compton	Creation of Access and Construction of Stables	No objections

Comments:
Request a condition that use is limited to private stables only.

- c) To consider whether to request our District Councillor call in any planning applications to the Western Area Planning Committee
There were no applications requiring call in.
- d) To consider whether to refer any planning applications for further response from our planning consultants
There were no applications requiring referral.
- e) To receive a report on West Berkshire Council's recent planning decisions

App. Ref.	Location	Proposed Work	Response from CPC	WBC Decision
20/00374/ HOUSE & 20/00375/ LBC2	7 Church Farm Barns, Aldworth Road, Compton, Newbury, RG20 6RD	Two new windows, one new rooflight and a door in place of a window.	No objections	Approved
20/00232/ HOUSE	18 Newbury Lane, Compton, Newbury, RG20 6PB	Conversion of existing garage to include the replacement of exiting flat roof with monopitched roof and a small rear single storey extension. Single storey mono-pitched side extension. Thermal update to dormers with new timber cladding.	No objections	Approved

App. Ref.	Location	Proposed Work	Response from CPC	WBC Decision
20/00858/ AGRIC	Church Farm House, Aldworth Road, Compton, Newbury	Prior approval for proposed new building. The Building will be a Steel Frame Portable building. With Concrete panels for walls and a Green cladding and fiber cement roof. Length 36m, Height to eaves 9m, Breadth 27m, Height to ridge 11.8m	Comments requesting prior approval were submitted	A planning application is required for the proposal

20/21-011 To consider making a donation to Compton Village stores to assist with the costs incurred in providing a safe shopping environment for the community during the coronavirus lockdown
This was deferred until more information is available from the shop on their access to grants.

20/21-012 To consider making a donation to a community group from the Parish to assist with the purchase of material to make scrubs
It was resolved not to make a donation as the scrubs are being provided to an NHS trust that is not the local trust and therefore does not meet the requirements of the Grant Policy.

20/21-013 In response to a request received by the Council, to consider:
a) A request to purchase a small area of allotment land adjacent to Fairfield from the Newbury Lane allotment
It was resolved to refuse a request to purchase this land.
b) Whether to grant a long-term license for use of this land
This suggestion was discussed, however, more research is needed so this item was deferred.

20/21-014 To consider supporting the Local Electricity Bill as per the draft resolution provided in the supporting document
It was resolved to support the Local Electricity Bill.

20/21-015 Committees:
a) To review the terms of reference and delegation arrangements for the following committees:
i. Personnel Committee
The Personnel Committee terms of reference were reviewed and it was resolved to continue with the current terms of reference.
ii. Planning Committee
The Planning Committee terms of reference were reviewed and it was resolved to continue with the current terms of reference.
b) To appoint members to the following committees:
i. Personnel Committee
It was resolved to appoint Dave Aldis, Mark Birtwistle and Ian Tong to the Personnel Committee.
ii. Planning Committee
It was resolved to appoint Dave Aldis, Mark Birtwistle, Alison Strong, Keith Simms, Linda Moss, Rebecca Pinfold and Dan Neate to the Planning Committee.

- c) To appoint any new committees in accordance with standing order 4
It was resolved not to appoint any new committees.
- 20/21-016 To review delegation arrangements for staff and other local authorities
The delegation arrangements were reviewed and it was resolved to continue with the current delegated arrangements.
- 20/21-017 To review the inventory of land and assets including buildings and office equipment
A minor update was made to the location of an asset. It was resolved that the inventory of land and assets was correct.
- 20/21-018 To confirm the arrangements for insurance cover in respect of all insured risks
The insurance cover was reviewed and it was resolved that this was appropriate.
- 20/21-019 Policies:
- a) To review the Standing Orders
The policy was reviewed. It was resolved to continue with the current policy.
 - b) To review the Financial Regulations
The policy was reviewed. It was resolved to continue with the current policy.
 - c) To review the Complaints Procedure
The policy was reviewed. It was resolved to continue with the current policy.
 - d) To review the procedures for handling requests made under the Freedom of Information Act 2000 and the Data Protection Act 1998
The policy was reviewed. It was resolved to continue with the current policy, however, further documentation is required which the Clerk will draft for adoption at a future meeting.
 - e) To review the Media Policy
The policy was reviewed. It was resolved to continue with the current policy.
 - f) To review and consider the Grant Allocation Policy
The policy was reviewed. It was resolved to continue with the current policy.
 - g) To review the Training and Development Policy
The policy was reviewed. It was resolved to continue with the current policy.
- 20/21-020 To review the Council's and/or Staff Subscriptions to other bodies
It was resolved to continue subscribing to CPRE (Campaign to Protect Rural England), CCB (Community Council for Berkshire), SLCC (Society of Local Council Clerks) and BALC (Berkshire Association of Local Councils), the service for which is provided through HALC (Hampshire Association of Local Councils).
- 20/21-021 To review the direct debits approved by the Council
It was resolved to continue with the following direct debits: Castle Water (water at School Road and Newbury Lane allotments), Information Commissioners' Office (registration fee), SSE (electricity for street lighting) and Vodafone (Council mobile phone).
- 20/21-022 To determine the time and place of ordinary meetings of the full council up to and including the next annual meeting of full council
It was resolved to use the following meeting schedule. Meetings will be held at 7pm unless otherwise advertised and will be held online using Zoom until such a time that meetings in person are allowed again, at which point meetings will be held in the Wilkins Centre.

Date of Meeting	Type of Meeting
1 st June 2020	Full Council
6 th July 2020	Full Council
No meeting scheduled for August	-
7 th September 2020	Full Council
5 th October 2020	Full Council
2 nd November 2020	Full Council
7 th December 2020	Full Council
11 th January 2021	Full Council
1 st February 2021	Full Council
1 st March 2021	Full Council
15 th March 2021	Annual Parish Meeting
19 th April 2021	Full Council
10 th May 2021	Annual Parish Council Meeting

- 20/21-023 | To consider Parish Council areas of responsibility and representation on outside bodies
 The following areas of responsibility and representation on outside bodies were agreed:

Role	Role Holder in 2020/21
Allotments	Dan Neate
Downland Practice Patient Representation Group representative	Alison Strong Linda Moss
Electronic Documentation	Ian Tong
Flooding	Peter McGeehin
Footpaths and Rights of Way	Alison Strong
GDPR	Ian Tong
Internal Controller	Ian Tong
Neighbourhood Action Group / Police Liaison	Linda Moss
Neighbourhood Development Plan	Dave Aldis Peter McGeehin
Parish Assets & Management Working Party	Dave Aldis Mark Birtwistle Peter McGeehin Rebecca Pinfold Keith Simms Alison Strong
Play Area & Inspections	Rebecca Pinfold Mark Birtwistle
Social Media	Rebecca Pinfold
Village Hall Representative	Ian Tong

- 20/21-024 | To receive an update on vandalism and anti-social behaviour (ASB) in the village
 Some reports of people not respecting social distancing had been received and the PCSO was aware of this.

- 20/21-025 | To receive reports on the following:
 a) Recreation Ground
 The Recreation Ground needs weed control treatment. A quote will be sought from the Council's grounds maintenance contractor.

- e) Allotments
The suggestion of installing a water trough at the far end of the Newbury Lane allotment site will be investigated.
- j) Neighbourhood Development Plan
The steering committee is working through a draft document.
- k) Burial Ground
MB has held conversations with the architect regarding meeting further conditions.

- 20/21-026 Finance:
- a) To receive the finance report and approve payments made/due
It was resolved to approve the payments listed on the Finance Report, which is at Attachment 1.
 - b) To note the bank reconciliations to 31st March 2020
The bank reconciliations were noted.
 - c) To receive any reports from the Internal Controller
It is not possible for the internal controller to review the documents at this time. The Council agreed to review this in 3 months if it continues.
 - d) To note the quarterly budget report where applicable
The quarterly budget report to 31st March 2020 was noted.

20/21-027 To receive the correspondence report
Notification there were either no CIL chargeable developments and/or no development commencements in the parish that would trigger a CIL payment during the period 1 October 2019 – 31 March 2020.
Notification of a Speed Management Framework consultation being run by West Berkshire Council.

20/21-028 To discuss matters for future consideration and for information
There were none.

Meeting closed 8:50pm.

Date and time of next scheduled meeting:

Parish Council Meeting: Monday 1st June 2020 at 7pm
This meeting will be held online.

Chairman:

Date:

Attachment 1:

Status at bank at last bank reconciliation 31st March 2020

Unity Trust Current Account	£55,281.39
Unity Trust Deposit Account	£122,512.39
HSBC Current Account	£748.50
Pockit Pre-paid Debit Card	£20.65
Lloyds Multipay Corporate Card	-£72.39
Total	£178,490.54

Income received 31st March - 3rd May 2020

Unity Trust	Current Account	Precept (First half)	£24,525.00
Unity Trust	Current Account	Allotment rent	£115.50
Total			£24,640.50

Payments made on pre-paid debit card to be approved

Method	Payment Date	Voucher Number	Payee	Payment Detail	Minute	Amount
POCKIT	16-Apr-20	11	Pockit	Monthly fee		£0.99
POCKIT	29-Apr-20	12	Amazon	Stationery		£10.20
Total						£11.19

Payments made on Lloyds Corporate Card to be approved

Method	Payment Date	Voucher Number	Payee	Payment Detail	Minute	Amount
CC	13-Apr-20	13	Microsoft	Monthly fee		£59.99
CC	24-Apr-20	14	Microsoft	Refund of 365 subscription		-£59.99
CC	01-May-20	15	Zoom	Monthly fee for video conferencing service		£14.39
Total						£14.39

Payments to be approved

Method	Payment Date	Voucher Number	Payee	Payment Detail	Minute	Amount
DD	14-Apr-20	16	Southern Electric	Electricity Q4		£1,219.39
DD	20-Apr-20	17	Vodafone	Mobile phone monthly fee		£15.75
BACS	06-May-20	18	Clerk	Salary/expenses Apr		£1,063.23
BACS	11-May-20	19	HMRC	PAYE		£169.99
BACS	11-May-20	20	Berks Pension Fund	Pension contributions Apr		£321.22
BACS	11-May-20	21	West Berkshire Council	Compilations Dec/Jan		£501.84
BACS	11-May-20	22	AD Clark	Grounds maintenance April		£669.00
BACS	11-May-20	23	West Berkshire Council	Compilations Apr/May		£365.93

Agenda Item 4

BACS	11-May-20	24	West Berkshire Council	Uncontested election fee from 2019 elections		£75.00
					Total	£4,401.35

Transfers

Method	Payment Date	Voucher Number	From Account	To Account	Minute	Amount
-	11-May-20	25	HSBC (account closure)	Unity Current	-	£748.50
DD	11-May-20	26	Unity Current	Lloyds Multipay Corporate Card	-	£75.39
					Total	£823.89

Planning Applications Responded to Using Delegated Powers

App. Ref.	Location	Proposed Work	Recommendation
20/01002/COMIND	Ilsley Barn Farm, Sunrise Hill, East Ilsley, RG20 7LY	Change of use and redevelopment of agricultural research buildings to workspace units (Class B1)	Object

Comments:

Due to the proximity of the proposed development and the existing access into Compton (as shown on the site plan), Compton Parish Council hereby submit the following statement for consideration during the planning process.

The development site sits on a rising elevation within the AONB (Figure 1). Historically consisting of two farmworker dwellings, open sided animal barns and a series of farm storage buildings.



Figure 1 The development site sits on a rising elevation within the AONB.

While Compton Parish Council are keen to see sympathetic restoration of derelict agricultural buildings, there are a number of serious environmental concerns that lead the Council to **OBJECT** to the proposal.

The proposal implies a substantial change of use with significant increase on the site of ‘humans’ and ‘vehicles’; consequently, any development will require specific design elements.

These elements are likely to be alien to, and potentially of negative impact to the sustainability of the AONB, the rural surroundings and natural wildlife.

The development site is accessed, via a track with existing entrance/exit points at both East Ilsley and Compton. **Due to the site’s agricultural nature, there has, to date, been limited vehicular movement outside of the site boundary. The proposal indicates a substantial increase in traffic,** which is to manoeuvre, partly along the existing track and then via the development of a new access road.

The farmland allocated for this new access road, is within the **undulating fields historically and archeologically documented as the “Four Barrows”** (Figure 2).

App. Ref.	Location	Proposed Work	Recommendation
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Figure 2: Fields between East Ilsley and Compton.

Such a road would not be enhancing to the surroundings and would in fact have an extremely negative visual impact.

Access to this new road will be **across a public right of way** (Figure 3). This RoW forms part of the circular walks for both Compton and East Ilsley and at its easterly point, directly links to the Ridgeway National Trail.



Figure 3: The Right of Way the new road will cross.

Similarly, the development sites easterly access point **adjoins byway 2 in Compton and not Churn Road** as detailed in the design and access statement (page 17). Byway 2 is a fundamental access route for the Ridgeway as it crosses Parish boundaries. This byway is well known to WBC Countryside Team, further to surface damage caused by previous development some years ago.

The new road would be detrimental to the accessibility of these RoW and have a huge negative impact on the natural flora and fauna.

The new road will, along with the existing access road, join the main highway at East Ilsley (Cow Lane), at its highest point. **The proposed development will bring increased traffic to this rural highway, which already suffers from congestion due to the buses servicing the Downs School, the water-board tankers accessing the site adjacent and the regular manoeuvres of large farm vehicles.**

Agenda Item 8(c)

App. Ref.	Location	Proposed Work	Recommendation
Compton Parish Council formally request that the concerns detailed above, be given appropriate consideration before determining any planning decision.			

West Berkshire Council's Recent Planning Decisions

App. Ref.	Location	Proposed Work	Response from CPC	WBC Decision
20/00826/ COND2	Roden Farm, Compton, RG20 7PY	Application for approval of details reserved by condition (17) lighting strategy of approved 18/01293/FULMAJ - Demolition of existing house (retaining a small section to become a self contained annexe), demolish existing barn, stable block and various outbuildings, erect replacement dwelling with basement, erect stables and garage, provision of tennis court, new driveway.	Not consulted	Approved

**Compton Parish Council
Finance Report 1st June 2020**

Status at bank at last bank reconciliation 30th April 2020

Unity Trust Current Account	£75,769.39
Unity Trust Deposit Account	£122,512.39
HSBC Current Account - N.B. Account now closed	£0.00
Pockit Pre-paid Debit Card	£9.46
Lloyds Multipay Corporate Card	£0.00
Total	£198,291.24

Income received 4th May - 24th May 2020

Unity Trust Current Account	HMRC VAT Refund 19/20	£2,447.86
Unity Trust Current Account	Allotment rent	£178.50
Total		£2,626.36

Payments made on pre-paid debit card to be approved

Method	Payment Date	Voucher Number	Payee	Payment Detail	Amount
POCKIT	16-May-20	27	Pockit	Monthly fee	£0.99
Total					£0.99

Payments made on Lloyds Corporate Card to be approved

Method	Payment Date	Voucher Number	Payee	Payment Detail	Amount
CC	02-Apr-20	28	Lloyds Bank	CC monthly fee	£3.00
CC	01-May-20	29	Zoom	Monthly fee for video conferencing service	£14.39
CC	04-May-20	30	Lloyds Bank	CC monthly fee	£3.00
CC	20-May-20	31	Brown Skips	Skip for NL allotments	£238.80
CC	20-May-20	32	Brown Skips	Skip for SR allotments	£238.80
CC	25-May-20	33	Microsoft	Microsoft Office Business subscription monthly	£11.28
Total					£509.27

Payments to be approved

Method	Payment Date	Voucher Number	Payee	Payment Detail	Amount
DD	20-May-20	34	Vodafone	Mobile phone monthly fee	£15.75
DD	01-Jun-20	35	SSE	Electricity Sports Pavilion Q1	£54.67
BACS	01-Jun-20	36	SLCC Enterprises Ltd	Website accessibility training fee	£48.00
BACS	01-Jun-20	37	Playsafety Ltd	Play equipment safety inspection	£160.20
BACS	01-Jun-20	38	HALC	BALC subscription fee 20/21	£372.94

Agenda Item 14(a)

BACS	06-Jun-20	39	Clerk	Salary/expenses May	£1,018.04
BACS	06-Jun-20	40	HMRC	PAYE	£144.23
BACS	19-Jun-20	41	Berks Pension Fund	Pension contributions	£303.46
Total					£2,117.29

Transfers

Method	Payment Date	Voucher Number	From Account	To Account	Amount
DD	16-May-20	42	Unity Current	Lloyds Multipay Corporate Card	£17.39
Total					£17.39

Compton Parish Council Current Year

Bank - Cash and Investment Reconciliation as at 30 April 2020

Confirmed Bank & Investment Balances

Bank Statement Balances

30/04/2020	Unity Bank Current	75,769.39	
30/04/2020	Unity Bank Deposit	122,512.39	
07/04/2020	HSBC Current	0.00	
30/04/2020	Pockit Pre-paid Debit Card	9.46	
30/04/2020	Lloyds Corporate Card	0.00	
			198,291.24

Other Cash & Bank Balances

0.00

198,291.24

Receipts not on Bank Statement

0.00

198,291.24

Closing Balance

All Cash & Bank Accounts

1	Unity Current A/C	75,769.39
2	Unity Deposit A/C	122,512.39
3	HSBC Current A/C	0.00
4	Alto Pre-Paid Debit Card	0.00
5	Pockit Pre-Paid Debit Card	9.46
6	Lloyds Corporate Card	0.00
	Other Cash & Bank Balances	0.00
	Total Cash & Bank Balances	198,291.24

Correspondence List – Council Meeting on 1st June 2020

Training/events

Please advise the Clerk if you wish to attend

	<u>Event</u>	<u>Run By</u>	<u>Date and Time</u>	<u>Venue</u>	<u>Cost</u>
A1	District Parish Conference	WBC	Tue 20 th Oct 6-8pm	Council Offices, Market Street, Newbury, RG14 5LD	-

For information, comment or inclusion in a future agenda

	<u>Document</u>	<u>From</u>
B1	None	